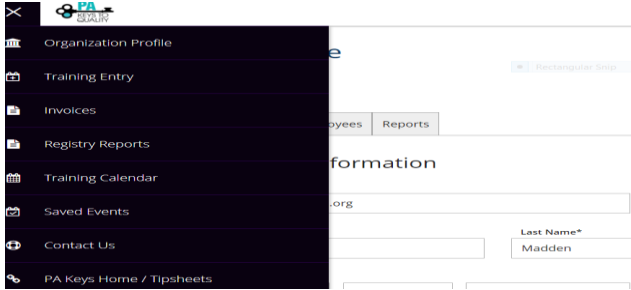
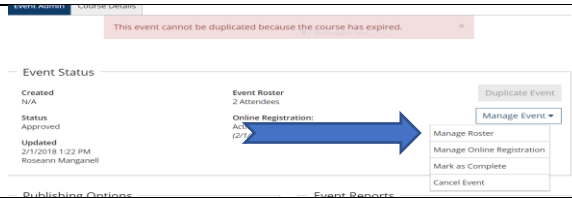
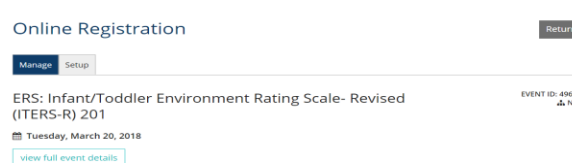


How to Activate Online Registration

Note: The following steps are required for events which transferred from the previous system.

1. Log in and select your Training Organization																						
2. Click on Menu to left and find Training Entry																						
3. Search your Event List																						
4. If there is a yellow caution sign, online registration is not activated	<p>Below is a list of the training events that you have scheduled. Click on an event to view details, enter a roster or schedule the event again. Click on 'New' above to schedule other events for courses you own or are authorized to schedule.</p> <p>▲ Expired ● Confirmed ● Attention Needed ● Not set ▲ Expired Trainer</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Date</th> <th>Course Title</th> <th>Location/URL</th> <th>Trainer</th> <th>Status</th> <th>Online Registration</th> </tr> </thead> <tbody> <tr> <td>49616</td> <td>3/12/2018</td> <td>▲ Fire Safety 1H-CCDBG 3</td> <td>Pennridge Christian Academy Blooming Glen, PA</td> <td>Al Leitgeb</td> <td>Approved</td> <td>●</td> </tr> <tr> <td>49621</td> <td>3/13/2018</td> <td>▲ Application of The Danielson Framework for Teaching to Pre-kindergarten Classrooms</td> <td>PaTIAN Harrisburg Harrisburg, PA</td> <td>Shawnee Hooper</td> <td>Approved</td> <td>●</td> </tr> </tbody> </table>	ID	Date	Course Title	Location/URL	Trainer	Status	Online Registration	49616	3/12/2018	▲ Fire Safety 1H-CCDBG 3	Pennridge Christian Academy Blooming Glen, PA	Al Leitgeb	Approved	●	49621	3/13/2018	▲ Application of The Danielson Framework for Teaching to Pre-kindergarten Classrooms	PaTIAN Harrisburg Harrisburg, PA	Shawnee Hooper	Approved	●
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5. Click on the link to the course																						
6. Click Manage Event dropdown- select Online registration																						
7. Select "Set Up"																						
8. The next few screens will ask you to review or edit information, including cost.																						
9. Final screen asks to agree to terms.																						
10. Save changes. A green check should appear next to the event.	<p>Below is a list of the training events that you have scheduled. Click on an event to view details, enter a roster or schedule the event again. Click on 'New' above to schedule other events for courses you own or are authorized to schedule.</p> <p>▲ Expired ● Confirmed ● Attention Needed ● Not set ▲ Expired Trainer</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Date</th> <th>Course Title</th> <th>Location/URL</th> <th>Trainer</th> <th>Status</th> <th>Online Registration</th> </tr> </thead> <tbody> <tr> <td>49616</td> <td>3/12/2018</td> <td>▲ Fire Safety 1H-CCDBG 3</td> <td>Pennridge Christian Academy Blooming Glen, PA</td> <td>Al Leitgeb</td> <td>Approved</td> <td>●</td> </tr> <tr> <td>49621</td> <td>3/13/2018</td> <td>▲ Application of The Danielson Framework for Teaching to Pre-kindergarten Classrooms</td> <td>PaTIAN Harrisburg Harrisburg, PA</td> <td>Shawnee Hooper</td> <td>Approved</td> <td>●</td> </tr> </tbody> </table>	ID	Date	Course Title	Location/URL	Trainer	Status	Online Registration	49616	3/12/2018	▲ Fire Safety 1H-CCDBG 3	Pennridge Christian Academy Blooming Glen, PA	Al Leitgeb	Approved	●	49621	3/13/2018	▲ Application of The Danielson Framework for Teaching to Pre-kindergarten Classrooms	PaTIAN Harrisburg Harrisburg, PA	Shawnee Hooper	Approved	●
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